



Request for Proposals:
Update and Consolidation of the
Countywide Comprehensive Plan
& Basin Master Plans,
&
Land Use and Development Code Amendments



Date Issued: March 18, 2022

Submittal Deadline: April 29, 2022

Introduction

Summit County is seeking the services of a professional consulting firm to assist the County in the update and consolidation of the Countywide Comprehensive Plan and Basin Master Plans. This document will guide the County's development and decision making at all levels while incorporating and updating four (4) existing Basin Master Plans. Summit County has an additional master plan, the Joint Upper Blue Master Plan, which will not be updated with the Countywide Comprehensive Plan.

Additionally, the selected firm will be responsible for amending language in Chapter 2 of the Summit County Land Use and Development Code (Master Plan Procedures) to align with this Comprehensive Plan update.

The County will provide a project manager to coordinate and communicate with during the Comprehensive/Master Plan update process. Additionally, the County has professional staff available to assist with the various topics that will be discussed during the Countywide Comprehensive Plan update. Staff from the Housing Department, Planning Department, Open Space and Trails Department, Engineering Department, and Road and Bridge Departments will provide assistance as needed.

The firm must have extensive experience and skills in the development of comprehensive and subarea plans, as well as facilitation of community visioning and public outreach in both in-person and on-line forums. Summit County promotes, and will require inclusivity for all public outreach and input gathering events and meetings.

The County will receive proposals in response to this RFP **until 4:00 pm, on April 29, 2022**. Proposals received after that time will not be reviewed.

Interested firms shall submit five (5) bound copies of their proposal, and one (1) digital copy via a thumb drive. Proposals can be dropped off or mailed to:

Summit County Planning Department
Attn: Sid Rivers, Senior Planner
0037 Peak One Dr./ PO Box 5660
Frisco, CO 80443

Questions regarding the RFP may be submitted to sid.rivers@summitcountyco.gov. Phone calls will not be accepted. The deadline for questions is April 1, 2022 with responses provided by April 8, 2022.

Interviews of those selected for an interview will begin the week of May 9, 2022.

Final selection is anticipated for the week of May 16, 2022, with contract approval in late May.

Background

Summit County is a vibrant community located 75 miles west of the Denver metro area, on the Interstate-70 corridor. Summit County is known for remarkable high mountain settings, access to public lands, and is home to four world class ski resorts and two reservoirs. Summit County contains more publicly owned land (80% of the County) than private land (20% of the County), and the majority of the public lands are national forest or wilderness areas ranging in elevation from 7,947 feet to 14,271 feet above sea level. Summit County is an extremely popular tourist destination known for a wide variety of outdoor recreation opportunities in both the summer and winter.

Summit County has experienced rapid growth in recent years, which has resulted in changes to the community character. The most notable changes have occurred in housing availability and affordability, vehicular traffic volumes, and increased recreational use at trails and trailheads. The County anticipates continued growth as more people are able to work remotely and chose to call Summit County their home. The important issues facing the County as a whole are growth management; housing availability and affordability; economic resiliency; transportation and traffic; preservation of natural resources, scenic vistas, and water quality; environmental hazards such as those related to wildfire, flooding, and avalanche; sustainability; and climate adaptation.

Summit County has had land use master plan documents in place since 1963. The Countywide Comprehensive Plan was adopted in 1994. From 1988 – 1999, Basin Master Plans were created to address the unique characteristics and community vision of the four (4) geographic basin areas in the County. The Countywide Comprehensive Plan is the umbrella document under which the County Basin Master Plans reside. The Countywide Comprehensive Plan was significantly updated in 2003, with an update related to affordable workforce housing taking place in 2009. In 2016, planning staff began an in-house attempt at updating the 2009 Countywide Comprehensive Plan. Staff completed the information gathering and public engagement portion related to the update of the Comprehensive Plan. Unfortunately, staff was unable to complete the Countywide Comprehensive Plan update process at that time.

Summit County has five (5) Planning Commissions; one for each of the four (4) geographic basins and a Countywide Planning Commission. While the Countywide Comprehensive Plan will consolidate and incorporate the Basin Master Plans, the individual Basin Planning Commissions and Countywide Planning Commission will remain.

Request

The Countywide Comprehensive Plan update will include consolidation and streamlining of the Countywide Comprehensive Plan, the Lower Blue Master Plan, the Snake River Master Plan, the Ten Mile Master Plan, and the Upper Blue Basin Master Plan into a document that provides clear land use, planning, environmental preservation, and economic diversification and resilience direction for the next 20 years in an attractive and user-friendly format. Summit County seeks the Consultant's recommendation on the appropriate format for the new Countywide Comprehensive Plan.

The Comprehensive Plan will recognize the unique characteristics of each geographic basin within the County. The unique characteristics of each of the Basin Master Plans are outlined below. Important concepts that are pertinent to all of the basin areas are harmony with nature, view shed/corridor areas, public access to recreation, wildlife habitat, forestry and wetlands health, and workforce housing. A complete description and maps of each basin can be found in the Land Use and Development Code, Chapter 2, Master Plan Procedures.

Lower Blue Basin: This is a unique part of the County and has historically been an agricultural and ranching community. Today, the Basin is a mixture of national forest, wilderness areas, agriculture, natural resource extraction and processing, recreation, permanent residences, and second homes. Much of the real estate development and recreational use that has occurred in the Basin in the last several years is a result of increased tourism in the County. The Town of Silverthorne, at the southern end of the Basin, serves as a hub providing services and employment for residents of the area. North of Silverthorne, land uses shift from “urban,” or town-oriented, to agriculture, natural resource extraction and processing, dispersed recreation, and rural residential. In addition, Green Mountain Reservoir provides residents and visitors with a wide range of water-based recreational activities, some of which are not permitted elsewhere in the County, such as water skiing and swimming.

Ten Mile Basin: This basin encompasses the portion of Summit County that extends from the Gore Range on the north to the Lake County line (just north of Fremont Pass) on the south. The east and west boundaries are a portion of the Tenmile Range and the Eagle County line respectively. Located in the southwestern portion of the County, the Basin includes the Town of Frisco and Copper Mountain Ski Resort.

Snake River Basin: This Basin occupies the eastern portion of the County and is dominated by mountains. This Basin contains the Keystone and Arapahoe Basin Ski Resorts and ranges in elevation from 8,786 feet at the bottom of the Dillon Dam to a high of 14,270 atop Grays Peak. Ten miles of Interstate - 70 (I-70) runs through the northwestern portion of the Basin extending from the western edge of the Eisenhower Tunnel down to the Town of Silverthorne. Colorado Highway 6 bisects the heart of the Basin extending east to west from Loveland Pass, through the Keystone corridor, around a portion of Dillon Reservoir and into the Town of Dillon. The Basin’s most distinguishing feature—the Continental Divide, demarcates the majority of its northern and eastern boundaries, and is characterized by a series of prominent peaks. Swan Mountain serves as a southwestern buffer to the Summit Cove residential neighborhood area. The Snake River is the largest and most significant river in the Basin. It begins above the Town of Montezuma, cuts through the Keystone corridor, and ultimately terminates in the Dillon Reservoir.

Upper Blue Basin: This Basin begins near the southern shores of Lake Dillon, in the Farmers Korner area, and extends southward through the towns of Breckenridge and Blue River to the summit of Hoosier Pass. The easternmost portions of the Basin extend to the crest of the Continental Divide and the westernmost portions reach the crest of the Tenmile Range. Approximately 78 percent of this Basin is National Forest System land, the majority of which comprises undeveloped mountainsides. The primary areas of development are within and adjacent to the towns of Blue River and Breckenridge, in close proximity to the valley floor of the Blue River. The Basin is home to the Breckenridge Ski Area, one of the nation’s most

popular ski resorts. Elevations in the Basin range from 9,014 feet at Lake Dillon to 14,265 feet at the summit of Quandary Peak.

Summit County is seeking a Countywide Comprehensive Plan that provides:

- A framework that supports informed and consistent decision making by elected officials, appointed officials, and staff;
- Outlines a series of long range goals and policies concerning: land use, transportation, community design, environmental preservation, economic diversification and resiliency, and recreation and tourism;
- Guides public investment and the provision of services; and
- Establishes policies to balance the rights of the individual with the interests of the community at large.

Chapter 2 of the Summit County Land Use and Development Code (Code), (Master Plan Procedures) will need to be amended to allow the updated Countywide Comprehensive Plan to contain consolidated Basin Master Plans. Language in Chapter 2 of the Code will also need to be rewritten to reflect this comprehensive plan update process and timeframe.

The budget for this project is \$500,000. The first year, 2022/ 2023, will be allocated \$250,000. An additional \$250,000 will be allocated for 2023/ 2024.

Scope of Work

Summit County seeks a consultant with strong writing skills, the ability to facilitate an inclusive public engagement process, and the ability to illustrate concepts with maps, renderings, graphics and photos. Community outreach may include stakeholder meetings, surveys, public meetings with bilingual (English and Spanish) speaking facilitators present, website and on-line engagement, and other creative ways to engage all members of the community in an equitable manner.

Summit County anticipates the planning process for the new Countywide Comprehensive Plan and Land Use and Development Code amendment to be completed within an approximate 24 month period. Work will begin in June 2022 with anticipated completion and adoption in mid-2024.

The proposed scope of work includes:

- Evaluation of the existing Countywide Comprehensive Plan, the four (4) Basin Master Plans, and associated relevant plans (Community Climate Action Plan, Open Space and Trails Master Plan). Links to all mentioned documents are located at the end of this document;
- Public/Stakeholder Engagement: The public's participation is crucial to the development of a comprehensive plan and policies that reflect the needs, desires, and decisions of the community as a whole. Summit County desires a robust public outreach and input gathering campaign. The consultant

in collaboration with County staff shall draft regular articles and website releases providing updates of the Comprehensive Plan process, which includes information about upcoming workshops and community input opportunities. These will be made available on the County website. Communication and information gathering should promote outreach to diverse populations of the County in an equitable manner. Multiple surveys, meetings, charrettes, open houses will need to occur to gather input throughout the County. These may be in an in-person or on-line format and bilingual services should be provided;

- Obtain updated and new data, including, but not limited to demographic, economic, housing, and build-out data. Data may be illustrated with maps, charts, graphs, or by other graphic representations;
- Establish Vision, Goals, Policies, and Actions that will carry the vision of the community forward for the next 10 – 20 years and promote a healthy built and natural environment. The community vision should incorporate the needs and desires of the citizens of Summit County while recognizing the tourist based industries that exist in Summit County;
- Update and/or creation of new Master Plan land use designations and associated mapping;
- The County will rely on the Consultant’s professional guidance and recommendation on the best practices for designing comprehensive plan elements, topics, or themes that should include at a minimum the following:
 - Housing: Address availability and affordability of housing for those working in Summit County.
 - Transportation: Address areas where traffic and transportation connections in the County could be improved.
 - Economic Diversification and Resiliency: Identify and provide strategies that ensure the continued maintenance, quality, and success of the existing commercial base, while promoting new ways for small business to survive and thrive. This may be a component of the tourism element described below.
 - Establish a Recreation and Tourism element as required by the State of Colorado.
 - Other elements: Land use, Environment, Community and Public Facilities, Design and Visual Resources, Historic and Cultural Resources, Open Space;
- Update language in Chapter 2 of the Summit County Land Use and Development Code, (Master Plan Procedures) to reflect this comprehensive master plan update process and the consolidation of the Basin Master Plans into the Countywide Comprehensive Plan;
- Implementation Strategy: The comprehensive plan is expected to include a robust implementation strategy with a monitoring system that is measurable over time and can provide staff and the County Commissioners with easy to understand metrics to achieve year-marked goals over time; and
- Final Document: Production of the final document, which should be an attractive, engaging, and easy to use document. Supplemental reports providing more detailed analysis of demographic and economic trends, historical reports, or other materials should be developed as appendices.

Meetings

Staff anticipates numerous meetings throughout the Countywide Comprehensive plan update process. Such meetings will include:

- Advisory meetings with Staff from the Planning Department;
- Stakeholder meetings, including property owners, citizen groups, businesses, and local non-profits. This may include work sessions with the Board of County Commissioners;
- Public outreach, community open houses, and unique public events to gather input;
- Work sessions with the Planning Commission and Board of County Commissioners to discuss content and provide updates; and
- Presentations before the Planning Commissions and the Board of County Commissioners for Plan adoption.

Submittal Requirements

1. Letter of Proposal and Commitment – The letter should identify the firms and key staff who will be working on the project, and commit them for the duration of the project, if selected. The letter should also state that the firm has read and understands the requirements of the RFP.
2. Firm Background and Project Team – Provide background information on the consulting firm, including location, resources, and experience. Identify the project team members and provide a statement of qualifications, expertise, and level of experience. Philosophical approach to individual and team work should be considered as part of this request. The County encourages the use of local (Summit County based) team members.
3. Qualifications – This refers to the ability of the proposer to meet the terms of the RFP, and should include at least three examples of projects (with contact information for lead client staff of such projects) completed within the past five years that will confirm the proposer’s expertise in providing comprehensive planning services. Examples must be specific to the key staff identified in #1 above, and be at or near completion at the time of submitting the RFP.
4. Scope of Work – Provide a detailed scope of work, clearly illustrating tasks to be accomplished and final work product. Please also provide a scope of work for community engagement and input.
5. Understanding of Unincorporated Summit County – Provide information that demonstrates the team’s understanding of unincorporated Summit County, and how that knowledge will support the approach to a successful planning process.
6. Schedule – Provide a time line for completion of the projects and a detailed schedule of public meetings, community outreach, and milestones for project completion.
7. Fee Schedule – Provide hourly fee schedules for each member of the team and total costs applicable to the deliverables outlined in this RFP. Include a “not to exceed” total project costs. This “not to exceed cost” should be based on the services to be provided including all expenses.

8. **County Staff Time and Resources.** Provide an estimate of County staff time and any additional resources that will be required for input into this project. The information, assistance and/or other resources needed to complete the project should be identified in the proposal.
9. **Insurance.** Provide a summary of the team's insurance coverage, including public liability, property damage, workers' compensation, automobile, and professional liability.

Evaluation and Selection

The County intends to engage the most qualified contractor available for this assignment while minimizing the costs to the County. Responsiveness to the RFP will be a principle basis for evaluation. Proposals shall provide a straightforward and concise presentation adequate to satisfy the requirements of the RFP. The proposal should clearly express the contractor's understanding of the County's specific requirements, indicating the contractor's qualifications to conduct this service in a thorough and efficient manner. An evaluation team will evaluate the proposals against the following criteria:

- The firm's or team's stated philosophy and approach to this project. Although the County has identified the general nature of services required, respondents are encouraged to provide an innovative approach and methodology to address the expressed objectives;
- Past record of performance on similar projects for other public agencies in terms of quality of work, cost control, and ability to meet established deadlines;
- Capacity of the personnel to perform the work within the allotted timeframe;
- Qualifications of individuals who will have direct involvement in identified tasks;
- Proposed project schedule for the duration of the project; and
- The proposed fee.

Schedule

The following is a timetable from the publication and distribution of the RFP through the selection of the development team (subject to change)

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| • Publication of RFP | March 18, 2022 |
| • Deadline for questions (email) | April 1, 2022 |
| • Responses to questions | April 8, 2022 |
| • Proposals due by 4:00 pm | April 29, 2022 |
| • Interviews begin | May 9, 2022 |

- Consultant selection and award of contract Late May

Useful Links

[Summit County, Demographics and Build Out](#)

[Summit County, Comprehensive and Basin Master Plans](#)

[Summit Community, Climate-Action-Plan](#)

[Summit County, Housing Needs Assessment](#)

[Summit County, Open Space Master Plan \(in Progress\)](#)

[American Planning Association, Comprehensive Plan Standards](#)

[Summit County, Land Use and Development Code, Chapter 2, Master Plan Procedures](#)